

2015 New Employee Orientation Agenda

Time: 8:00 am to 4:00 pm

Facilitator: State Personnel Department (SPD) – Division of Employee Engagement



Orientation begins promptly at 8:00 a.m. - please sign in upon arrival

<u>TIME</u>	<u>ITEM</u>
8:30 – 8:45	Welcome/INDOT Culture
8:45 – 9:00	Time & Labor
9:00 – 9:15	Employment Paperwork & the Onboarding Experience
9:15 – 10:00	Benefits/Wellness Program
10:00 – 10:30	State Policy/Performance Mgmt. Overview
10:30 – 10:45	Indiana Public Retirement
10:45 – 11:00	Hoosier Start
11:00 – 11:15	College Choice 529
11:15 – 11:30	Required Online Training
11:30 – 12:30	Lunch
12:30 – 4:00	Safety Policy & Procedures Training
4:00	Dismissal

*Content and times are subject to change at the discretion of the Division of Employee Engagement

